

CITY OF RICHMOND JOB OPPORTUNITY

POSITION: Staff Engineer
POSITION NO: 13.659
DEPARTMENT: Public Works & Engineering
WORK SCHEDULE: 7:30 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)
DATE WRITTEN: June 1998 **STATUS:** Full-time
DATE REVISED: October 2003, February 2005, June 2007 **FLSA STATUS:** Exempt

SALARY: \$36,315.00 - \$40,350.00

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Richmond provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Staff Engineer for the Public Works & Engineering department, responsible for providing and maintaining public infrastructure and capital improvements to streets and drainage systems within the City of Richmond.

DUTIES

Assesses and plans engineering projects for the City, including construction, reconstruction, and modification of streets, curbs, sidewalks, storm and sanitary sewers, and some City buildings. Provides calculations, cost estimates, project scopes and Auto CAD drawings.

Plans and conducts field surveys to establish grade, elevation, and level for storm and sanitary sewers and street improvements.

Performs inspections of construction sites, ensuring projects conform to state and local standards. Monitors projects for erosion control compliance, approving erosion control plan and ensuring contractors implement plan as required.

Reviews site plans/drainage plans for accuracy and suitability. Reports results to Director of Public Works & Engineering for approval.

Assesses and responds to citizen inquiries and complaints, providing information and assistance, implementing appropriate corrective measures and/or directing individuals to appropriate department or individual.

Supervises assigned staff, including updating supervisor and staff of organization developments, orienting/training/developing new staff, planning/delegating work assignments and special projects, and establishing specific work goals and standards.

Maintains current knowledge of engineering standards and practices, and applicable State and City codes through continuing education and frequent reference to legal updates, manuals, and periodicals.

Performs related duties as assigned.

The above statements reflect the general details considered necessary to describe the principal function of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

JOB REQUIREMENTS

Baccalaureate Degree in Civil Engineering or Construction Management.

Must be at least 21 years of age.

Thorough knowledge of federal, state and local codes and ordinances and ability to apply safety rules and regulations as required.

Thorough knowledge of civil engineering principles, practices and techniques, and ability to review progress of ongoing engineering projects to ensure quality work under established specifications and guidelines.

Working knowledge of field surveying principles and design procedures, and ability to perform field work and ensure accuracy of assigned survey projects.

Working knowledge of standard office procedures and various computer software applications, including CAD and hydraulic computer design, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare projects/proposals and detailed written reports as required.

Ability to properly operate standard office equipment and engineering equipment, including, computer, calculator, copier, fax machine, telephone, GPS survey equipment, level and leveling rod, engineer's scale, measuring tape/wheel, and manual drafting equipment.

Ability to supervise assigned staff, including updating supervisor and staff of organization developments, orienting/training/developing new staff, planning/delegating work assignments and special projects, and establishing specific work goals and standards.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, fabricate and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to plan/layout assigned work projects, make arithmetic additions, subtractions, calculations and measurements, and read/interpret detailed blueprints/specifications/layouts/maps.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Mayor, engineering firms, utilities, state regulatory agencies, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to occasionally work extended hours and travel out of town for training/seminars, but not overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent performs duties that are complex in nature and call for consideration of many variables in planning and implementing engineering projects throughout the City of Richmond and supervising assigned personnel. Individual judgment is needed in selecting and adapting standard practices and procedures to fit varied circumstances.

RESPONSIBILITY

Incumbent's assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies, programs, or expenditures are thought necessary. Decisions are always determined by specific instructions or existing, well established policies/procedures. Work is reviewed primarily for compliance with engineering standards and principles.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, Mayor, engineering firms, utilities, state regulatory agencies, contractors and the public for purposes of exchanging information, executing policies, negotiating/resolving problems and instructing/advising through supervision and demonstration.

Incumbent reports directly to Director of Public Works & Engineering.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly and

handling/grasping/fingering objects. Incumbent is frequently exposed to normal hazards associated with construction sites, including equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours and occasionally travels out of town for training/seminars, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Staff Engineer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____ If yes, please explain. _____

Applicant/Employee signature

Date

Print or Type Name